



**COUNTY OF JACKSON, MICHIGAN
Office of Emergency Management**

REQUEST FOR PROPOSALS

FOR

HAZARD MITIGATION PLAN

JC-990-013120

BID SUMMARY

Commodity/Service Being Requested: Professional, Technical, and Expert Services for a Hazard Mitigation Plan

Type of Solicitation: Request for Proposals (RFP) - It is the intention of Jackson County to competitively award to a qualified consulting firm that will develop a new Hazard Mitigation Plan.

Type of Resulting Contract: Professional Services Contract - As a result of this RFP, a contractor will be competitively selected by Jackson County as qualified, as defined within the qualification section of this RFP, to create a Hazard Mitigation Plan for the Office of Emergency Management.

Jackson County is working with the Michigan Association of Counties CoPro+ program. As such, the resulting contract will be marketed and extended to other government municipalities statewide (see Section 3.17).

Resulting Contract Term: From anticipated award date of April 1, 2020 through December 31, 2021.

TIMETABLE	
Release of RFP:	February 7, 2020
Question & Answer Due Date:	February 17, 2020
Questions and Answers Responses Posted:	February 20, 2020
Proposals Due by (5:00 pm/ EST) *:	March 4, 2020
Board of Commissioners Approval:	March 17, 2020
Master Agreement Award Date:	April 1, 2020

*Any response received later than the specified deadline will be disqualified.

Contacts with Jackson County Personnel: All contact with Jackson County regarding this RFP or any matter relating thereto must be sent in e-mail as follows:

Email address: saites@macservcorp.com

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SECTION 1.0 – NATURE OF REQUIRED SERVICES & SCOPE OF WORK

1.1 Introduction

The County of Jackson, Michigan is requesting proposals from qualified consulting firms for developing a new Hazard Mitigation Plan. The Contractor shall: 1) have the ability to identify various hazard mitigation strategies that will eliminate or greatly reduce the impact of natural hazards that may affect the County, and 2) have experience related to mitigation planning work.

The County recognizes the potential for disasters to strike critical facilities within the County and wishes to have a plan in place before this occurs. Completion and approval of the Hazard Mitigation Plan will also make the County eligible to apply for hazard mitigation project grants, further increasing the County's ability to plan for and mitigate the effects of hazards. Identification of hazards and hazard categories will be developed from hazard vulnerability assessments.

Other specific hazard categories may include, but are not limited to:

- Flood Hazards – including river and stream flooding and the possibility of a dam break related to the dams located throughout Jackson County, as well as FEMA FIRM maps and local historical data, including known flooding and drainage complaints contained within County records and GIS shape files and metadata.
- Wind Hazards – based on local weather information and historical records, National Weather Service records, as well as other sources.
- Fire Hazards – information will be collected from local agencies including information about wildland fires. The County's geographic position is on the edge of the urban-forest interface, with major transportation corridors through the County. Oil Pipelines, Oil/Gas Wells, Tank Farms, natural gas pipelines, and major electrical distribution infrastructure in the form of Consumers Energy are located within Jackson County.
- Geologic Hazards – which pose threats to residents and infrastructure, as Identified.
- Drought – information will be based on National Weather Service information and local historical information from farming agencies.
- Hazardous Materials Release – staff will coordinate with the Fire Department and local agencies for information on releases, including any due to major transportation corridors through the Jackson County, using historical records, discussions with manufacturers and businesses, and City of Jackson and local Township water departments.
- Other Threats – may include terrorism and cyber terrorism, as there are major critical power facilities within and crossing Jackson County, as well as other human caused hazards.

1.2 Minimum Mandatory Requirements

All bids will be reviewed for compliance with the mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

- a. The consulting firm is licensed and authorized to do business in Michigan
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the County of Jackson
- c. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal

1.3 Scope of Services to be Performed

Provide a Hazard Mitigation Plan that will guide the County of Jackson in assessing hazards and vulnerabilities and mitigating critical facilities.

The process for implementing this planning activity includes the following plan development requirements:

- 1) participation of agencies, stakeholders and the public;
- 2) hazard identification and risk/vulnerability assessment;
- 3) mitigation strategy;
- 4) plan adoption; and
- 5) plan maintenance.

1) All agencies that participated in the last plan writing will be engaged in the update, and new agencies and stakeholders will be determined. Communications to the public will include local media, print media, and social media platforms. The plan will be explained and continuous input will be encouraged.

2) A review of recent (last five years) emergency and hazardous events will be compared with the current plan's hazards and rankings in order to develop a new Risk/Vulnerability Assessment.

3) New Mitigation Strategies will be developed based on new and emerging risks and existing strategies will be evaluated and updated as necessary, with the estimate of required resources. The hazard assessment, analysis, and ranking will lead to development of new, and reassessment of existing goals, objectives, and strategies.

4) The draft plan will be submitted to the State of Michigan Hazard Mitigation Office and FEMA for review and comment. The local plan adoption by the Jackson County Board of Commissioners will occur after review and approval by FEMA.

5) Plan maintenance will be accomplished through periodic requests for review from the strategy stakeholder. A system for progress reporting will be developed.

The County is seeking to kick off the hazard mitigation planning process in April, 2020; development of the new plan, including stakeholder meetings, begins in April 2020. The plan will be sent to FEMA for review by December 31, 2021. Upon completion of FEMA's review, presentation to the County Board of Commissioners will occur (date subject to completion of the FEMA review), with plan implementation in March, 2022.

Public Outreach

From the project outset, public participation will be invited and encouraged. The Contractor will be responsible for contacting interested community and business groups, as well as technical specialists and other interest groups.

Jackson County will publicly advertise hearings and project status updates and make draft versions of the plan available for public review and comment. Public input on proposed policies, projects and priorities will be factored into the plan throughout development.

The County uses a variety of public outreach tools, including email, the County website and social media.

Major Deliverables

Below are the major deliverables required through this project. As part of the proposal response, bidders are to provide a schedule of activities with estimated dates. The plan must include quarterly reports due on project progress, a final project report, all documentation, site visits and inspections, and must be completed by March 31, 2022.

ITEM	WORK COMPLETED BY
Plan Update Advisory Committee & Meetings	Contractor & County Staff
Public Engagement Program	Contractor & County Staff
Plan Update Announcement	Contractor & County Staff
Hold Public Meetings – Gather Input	Contractor
Update Plan per Research and Public Input	Contractor
Update GIS Maps	Contractor
Draft Plan for Review – State and FEMA	Contractor
Final Plan Update – Corrections and Revisions	Contractor
Approval Process – State and Fema	Contractor
Local Adoption of Plan	Contractor & County Staff

SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, any RFP Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFP JC-990-013120 – Hazard Mitigation Plan.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. If selected for award, the following certifications will be required before work commences:
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
6. The undersigned acknowledges that Bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the County shall hold the County of Jackson, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Jackson, which meets the minimum insurance requirements, as stated in the terms and conditions.

2.1 Company Profile

Official Name of Bidder:		Type of Entity/Organization (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
Street Address:		
City:		
State:	Zip Code:	
Website:		
Primary Contact Name:		
Primary Contact Phone Number:		
Primary Contact Email Address:		
Dun & Bradstreet (D&B) Number (if applicable):		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Brief history of your company, including the year it was established:		
Signature:		
Name and Title of Signer:		
Date:		

2.2 Proposer Guarantees and Warranties

- A. Proposer warrants that it is willing and able to comply with State of Michigan laws with respect to foreign (non-state of Michigan) corporations.
- B. Proposer warrants that it complies with all minimum mandatory requirements.
- C. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.
- D. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the County of Jackson.
- E. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- F. Proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section 1.0 – Nature of Required Services and Scope of Work.

Name of Firm:	
Name of Official (print or type):	Title:
Signature of Official:	Date:

SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

TIMETABLE	
Release of RFP:	February 7, 2020
Question & Answer Due Date:	February 17, 2020
Questions and Answers Responses Posted:	February 20, 2020
Proposals Due by (5:00 pm/ EST) *:	March 4, 2020
Board of Commissioners Approval:	March 17, 2020
Master Agreement Award Date:	April 1, 2020

*Any response received later than the specified deadline will be disqualified.

3.1 Jackson County Responsibility

Jackson County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Jackson County Administrator designee's sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by 5:00 pm EST (Eastern Standard Time) no later than February 17, 2020. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Jackson County reserves the right to group similar questions when providing answers. Questions should be addressed to:
Please change this to your email to receive the questions.

Email address: saites@macservcorp.com

Jackson County may modify the RFP at any time during the bid process. All changes to the RFP will be posted under the bid number and each posting officially revises the RFP.

3.4 Proposal Requirements

The following material is required to be received by the March 4, 2020 deadline for a proposing firm to be considered:

Proposal Components	Description
Sections 2.1 & 2.2	Complete and sign the Company Profile (Section 2.1) and Proposal Guarantees and Warranties (Section 2.2)
Letter of Interest	A letter of interest and the proposal response shall be delivered to the address below. The letter must state the name(s) of the person(s) authorized to represent the prospective contractor in any negotiations and the name(s) of the person(s) authorized to sign any agreement that may be negotiated. The letter of interest and proposal response must be signed by a representative of the prospective contracting firm who is authorized to bind the firm to contractual matters.
Statement of Experience	The contractor is required to provide evidence of experience in the mitigation planning field. Provide a narrative description of your firm's experience with projects similar in scope.
Firm Qualifications	Please supply the County with a brief history of the firm. This should include the firm's size, expertise, and any other pertinent information. Also provide a list of a minimum of three references of past clients on similar projects. The following components, at a minimum, should be included for each reference: <ul style="list-style-type: none"> • Entity Name • Contact Person Name • Contact Person Email • Contact Person Phone Number • Description of the Project • Project Start and End Dates • Contract Value
Organization	Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and a resume, and the qualifications/experience of any sub-consultant staff on your project team. Also, include an organization chart of the staff available for this project and the designated project manager/lead for each applicable category.
Project Approach/Schedule	Provide a detailed discussion of your firm's capacity and approach to the successful implementation of this project. Include thorough discussion of methodologies you believe are essential to accomplish all the required tasks, along with a schedule of those tasks, for completion within the desired timeline.
Price Proposal	Price Proposal (submit in a Separate Sealed Envelope)

3.5 Bid Submission Deadline

To be considered, a master copy (so marked) of a Technical Proposal and three (3) copies must be received per Section 3.4 by 5:00 p.m. on Wednesday, March 4, 2020. The following identifying information must be included on the outside of the sealed envelope: Bid Number, Bid Title, Due Date.

The cost proposal must be included in a separately sealed envelope. The following identifying information must be included on the outside of the sealed envelope: the words "Pricing Proposal", Bid Number, Bid Title, Due Date.

Proposals should be submitted to:

Amanda Riska, County Clerk
312 S. Jackson Street
Jackson, Michigan 49201

3.5.1 Public Bid Opening

The bids will be publicly opened and read on Thursday, March 5^h, 2020 at 12:30 pm at the Jackson County Emergency Management Office, 1715 Lansing Avenue, Jackson, MI 49202.

The County of Jackson reserves the right to reject any or all proposals submitted. Jackson County has no obligation to consider any proposal that is not timely received.

3.6 Adherence to Mandatory Requirements (Pass/Fail)

Jackson County Administrator or designee shall review proposal responses and determine if the Proposer meets the minimum requirements as outlined in this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Jackson County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.7 Evaluation Process

All bids will be reviewed for compliance with the mandatory requirements stated within this RFP. Bids not meeting the mandatory requirements will be deemed non-responsive and eliminated from further consideration. Jackson County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Jackson County may contact the Proposer for clarification of the Proposer's Bid.
- B. Jackson County may use other sources of information to perform the evaluation.
- C. Jackson County may require the Proposer to submit additional and/or supporting materials.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County of Jackson and the firm selected.

3.8 Evaluation Criteria

A point formula will be used during the review process to score proposals. Each member of the Evaluation Committee will first score each technical proposal by each of the criteria described below. The Evaluation Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

The County of Jackson reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Only firms meeting the mandatory criteria (Section 1.2) will have their proposals evaluated and scored.

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the County with price and other factors including, but not limited to: feature set, demonstrated technical ability and expertise, reference calls and/or recommendations, and any additional criteria deemed appropriate by the County which would lend itself to establishing the vendor's viability to perform the work as outlined in this RFP.

Selection Criteria:

The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

1. The ability and skill of the respondent to provide the service required. – 45 points
2. Statement of Experience/Whether the proposal is deemed adequate for the County's needs. – 15 points
3. Project Approach/Schedule: Whether the respondent can perform the contract within the time specified – 10 points
4. Company Profile – 10 points
5. Firm Qualifications/References/History of success of similar projects. – 20 points

Responses to this RFP will become the property of the County, and will form the basis of negotiations of an agreement between the County and the successful contractor.

3.9 Optional Tools to Enhance Evaluation Process

Jackson County during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Jackson County:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.10 Jackson County Option to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County of Jackson and the firm selected.

Jackson County may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. Jackson County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Jackson County reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Price Negotiation

At the completion of the evaluation process, the County may enter into discussion with the finalist(s) to identify any needed revision to the original proposal and to determine a final contract price. In negotiating a contract with the firm determined to be most

qualified based on Section 3.9 above, the process will consider reasonableness of total contract price in relation to prior actual plan cost and the current budget as proposed.

3.12 Final Selection

The County of Jackson will select a firm based upon the recommendation of the Evaluation Committee.

It is anticipated that a firm will be selected by March 17, 2020. Following notification of the firm selected, it is expected a contract will be executed between both parties by April 1, 2020.

3.13 Freedom of Information Act

This contract and all information submitted to Jackson County by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Jackson County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Jackson County for any liability arising from or in connection with Jackson County's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.14 Contacts with Jackson County Personnel

All contact with Jackson County regarding this RFP or any matter relating thereto must be in e-mailed as follows:

Email address: saites@macservcorp.com

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Jackson County personnel other than the Procurement Contact, Jackson County, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Jackson County in writing will be binding with respect to this RFP.

3.15 Final Agreement Award Determination

Jackson County reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Jackson County.

3.16 Cancellation of Invitations for Bids, Requests for Qualifications or Requests for Proposals

An IFB, RFQ, RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.

3.17 Statewide Cooperative Contract

Jackson County is working with the Michigan Association of Counties CoPro+ program on this bid solicitation. If your bid meets the minimum qualifications, is responsive and responsible and offers competitive pricing you may be considered and approached to extend a term agreement and pricing to other public entities statewide in accordance with Michigan Compiled Laws 124.504. This process is called "piggybacking"; it offers tremendous value to public ordering entities, like cities, townships, school districts and counties, regarding the cost and time to manage an end-to-end purchasing event. This process also offers exceptional value to selected vendors in terms of their company's resources and time to respond to multiple solicitations from various public entities who have a similar need for their products or services.

All pricing submitted to Jackson County and its participating entities shall include a 1.5% administrative fee to be remitted to CoPro+ by the contractor on a quarterly basis. Administrative fees will be paid against actual sales volume for each quarter. It is the contractor's responsibility to keep all pricing up to date and on file with Jackson County/CoPro+.

APPENDIX A – COST PROPOSAL

(Submit in a separate sealed envelope.)

Proposers shall submit their cost proposal with the estimated staff to be used, hours for that staff member and hourly rate for that staff member along with a lump sum for consumables, reimbursable expenses and supplies. The extended totals of all staff to be used shall be added along with supplies expense and proposed as a not to exceed cost for the project. Jackson County shall only pay for actual hours and supplies used. The County shall not pay more than the Not to Exceed total, regardless of actual hours beyond the not to exceed cost.

Description (staff member or title)	Estimated Hours	Hourly Rate	Extended Total
Consumables, Reimbursable Expenses, and Supplies			
Total Not to Exceed Cost for Project			

Name of Firm:	
Name of Official (print or type):	Title:
Signature of Official:	Date: